

Academic Senate
Agenda for the Meeting of
Nov. 4, 2014, 2014
MCO 210

1. Call to Order and Roll Call
2. Approval of Minutes
 - A. October 2, 2014 minutes
3. Open Forum
4. Reports
 - A. Senate President – Khagendra Thapa
 - B. Senate Vice President – Charles Bacon
 - C. Senate Secretary – Amy Dinardo
5. Committee Reports
 - A. University Curriculum Committee – Kemi Fadayomi
 - B. Student Government – Andrew Kalinowski
 - C. General Education – Clifton Franklund
6. New Business
 - A. Senate Charter Revisions – Amy Dinardo
 - B. Academic Amnesty Policy – Peter Balanda
7. Announcements
 - A. FSU President - David Eisler
 - B. Interim Provost – Paul Blake
 - C. Senate President – Khagendra Thapa
8. Open Forum
9. Adjournment

**Minutes
 Ferris State University
 Academic Senate Meeting
 MCO 210
 October 7, 2014**

Members in Attendance: ALPACH, CHARLES BACON, BAJOR, BAKER, BALANDA, BARAN, BERGHOF, BRANDLY, BRECKEN, DAKKURI, DAUBERT, DINARDO, DRAKE, FADAYOMI, FAGERMAN, FOX, GRIFFIN, GROVES, HANNA, HARLAN, ING, ISLER, KLATT, MARION, MOORE, PIERCEY, POTTER, RICHMOND, RUMPF, SIAPUSH, THAPA, TODD, TOWER, WAGENHEIM, WANCOUR, YOWTZ

Members absent with cause: M. BACON, JENEROU, BARNETT, GRIFFIN

Members absent: None

Ex Officio and Guests: Adeyanju, Blake, Damari, Eisler, Franklund, Kalinowski, Kurtz, Nicol, Reifert, Schult, Scoby, Teahen, Weller, Saladin, Urbanick, Quigley, Ward-Roof

1.	President Khagendra Thapa opened the meeting at 10:05 a.m.
2.	Approval of Minutes. Senator moved to approve the September 2, 2014 minutes A. Baran seconded. Motion passed.
3.	Open Forum A. John Urbanick, Chief Technology Officer, announced that between 9:30-10:45am on Thursday Oct 9 th there would be a testing of emergency messaging systems. Texts, e-mails, computer broadcasts, etc. will occur in order to test the system. He apologized for any disruption that may occur but iterated that the tests are needed to ensure the safety of everyone. Information Technology (IT) will be partnering the College of Engineering as well as Physical Plant to test the viability of new software to put computers into sleep mode. This will help reduce power usage from computers on campus. IT University Plan will be revised for the next three years and more information about this will be available in the future. For now, refer to the IT Communications website for the old plan. B. Senator Sandra Alpsach announced that the Political Engagement Project Town Hall Debate will occur on Monday, October 27 th at 7pm in BUS 111. ¾ of the candidates for Mecosta County Representatives of Michigan Legislature will be present. Prior to that, Tim Skubic will be presenting on Thursday, October 16 th at 7pm in BUS 11. His presentation will “frame the election for us”. She encouraged student engagement in both events.
4.	Officer Reports A. President Khagendra Thapa thanked Senator Bacon for a job well done during his time as chair of the Election Committee. The new chair will be Senator Chuck Drake. He also announced that, in keeping with Senator Fagerman’s suggestion, we begin publishing the Senate Agenda along with the Senate Roster, making it available to all faculty and other stakeholders prior to meeting occurrences. His goal is to continue to make the Senate as transparent as possible. B. Vice-President Bacon announced that the Adjunct Election had taken place successfully. The ballot was sent to all adjunct faculty. Senators Bernadette Fox and Mary Bacon were re-elected. Committees have been assigned and have either met or plan to meet on October 14 th . Student representatives were appointed to the appropriate committees. He further explained the <i>US News and World Report</i> Rankings in the Mid-West Regional Tier. Robby Tehan and himself had gotten more details about how the rankings occur from the <i>US News</i> itself. (For more information, see the attached presentation.) The executive board will discuss next steps at the next E-board meeting and, as always, is taking suggestions from everyone. C. Secretary Dinardo announced that Senate Charter revisions are underway under the direction of Senators Rumpf, Isler, Alpsach and herself. Stay tuned for more details at the November meeting.

5.

Committee Reports.

- A. **University Curriculum Committee Chair Ouikemi Fadayomi** : So far, 14 proposals have been reviewed and forwarded to the Senate. The committee has also discussed better ways to make proposal submissions as friendly and uniform as possible. The Provost office's PCAF form was changed to include a new line: "Tenured Faculty Representative Signature". This was done to make sure that all faculty are included in each stage of the process. There have been problems in the past with Deans making changes to the proposal and submitting it to the UCC without communicating changes to the faculty initiator. Under the new process, the initiator sees all changes and must indicate whether they want to continue with the revised proposal or not. The UCC is also discussing when a course is defined as a new course. There has been to conclusion so far. There is also a new financial aid form and the UCC shared how to use it at a recent UCC workshop. New proposals must have a financial aid consultation form before going on to the next process. Senator Alpach said that there has been some confusion as to what is a General Education proposal versus a UCC proposal. She stressed the need for increased communication.
- B. **Student Government President Andrew Kalinowski** introduced Cory Saladin, the Student Government public relations representative. He reminded the Senate that advisors of organizations or Deans of Colleges could send representatives to student government meetings. He also mentioned that the FSU Student Government is a good resource for faculty, administration, committees, and other external sources to get student input.
- C. **Cory Saladin, Student Government Public Relations Representative** announced at FSU Student Government will be hosting the State of University on October 7th at 6pm in IRC 120. This event is a good way for University leaders/administration and students to communicate with each other. There will be a panel discussion where students can ask questions. The Student Government is also arranging a "Meet and Greet" between the student body, Deans of Colleges and Senators. This is planned for early next spring.
- D. **Clifton Franklund, General Education Coordinator** reported that he is continuing to implement the General Education Task Force's recommendations. His goal is to get all stakeholders, including the Senate, engaged in the planning and implementation. Dr. Franklund is currently working on clarifying some points in the General Education Task Force's (GETF) recommendations. He is considering reducing the 18 FLO's to 9-10, consolidating them into something more manageable and not eliminated. Senator Wegenheim asked for clarification on Dr. Franklund's suggestion that 18 FLO's is too many. Dr. Franklund clarified that he envisioned reducing 82 to 35 measurable learning outcomes (a 45% reduction) and reiterated that he would not eliminate FLO's but consolidate them. He continued to explain that, as the Coordinator, he is struggling with the definition of General Education. What do we mean by General Education? There are some discrepancies in the definition from GETF recommendations. Additionally, is the General Education Committee charged with tracking or overseeing the outcomes of all 18 FLO's? Senator Wegenheim clarified that General Education is "What all students need to walk out of here at graduation". The initial thought was that General Education Courses are only a subset of the 18 FLO's. It is the courses that fall under the Gen Ed Coordinator's responsibility. Senator Piercey stated that General Education should be more than just a set of courses. Dr. Franklund said that he plans to bring an additional 7 points to the Senate in the future.
- E. **Jerry Scoby, Vice-President for Administration and Finance** gave an overview on the ongoing process to update a new Master Plan for the Big Rapids campus. 2009 was the last update to the Master Plan. He is currently getting input from everyone on campus. Some people he is reaching out to would be Deans of Colleges, Academic Leadership, representatives from Engineering, Student Government, Physical Plant, Alumni, community members, Ferris Foundation Board of Directors, etc. The goal is to achieve final Board approval in May 2015. He mentioned 5 thematic areas in the plan. Master Plan gathering meetings have been scheduled. There will be an Open Forum on October 17th from 9-10AM in IRC 117. If you want to be engaged but are not sure which meeting to attend, contact Jerry Scoby. Multiple drafts of the Master Plan prepared by Newman-Smith will be posted on University website. There will be a University Wide Notice announcement when they are posted. The Master Plan will include a 5 year view and a 15-20 year view. Senator Charles Bacon asked about the role of the Virtual Learning Center that is up for approval with the Board. President Eisler stated that State of Michigan is not approving new construction but FSU may be able to use the footprint of Halisy or Vandercook to get funding for a renovation. The Virtual Learning Center would include a collection of new pieces from donors. Senator Isler asked Jerry Scoby about the intention of the Open Forum. Is it to look at the existing plan and determine if it is valid? Scoby replied that the intention is purely listening. Senator Alpach asked about the Dept of Humanities role in the new Master Plan. With 45 faculty members sharing 4 classrooms, it has been logistically challenging. Jerry Scoby answered that, as the Master Plan, is still in it's early stages, there is no solid answer at this time. Senator Charles Bacon asked about the academic structure of the Virtual Learning Center. Is it a college? President Eisler stated that it is undecided and fluid at this point. It is not atypical to have multiple colleges involved in a single entity.

6.	<p>Program Advisory Committee Task Force Recommendations- Daniel DeRegnier (Chair), Dave Frank, and Debbie Dawson. Senator Isler motioned to take this topic off the table from the March 2014 Senate Meeting. Dinardo seconded. Motion passed. Bacon moved to approve the recommendations of the Program Advisory Committee Task Force. Senator Alspach seconded. Senator Fagerman asked if an editable copy of the example handbook in the report was available. President Thapa stated that he would try to get one. Motion to approve carried.</p>
7.	<p>Announcements</p> <p>A. President Eisler thanked Senators for their time and willingness to be leaders. He introduced Jeanine Ward-Roof, the new Vice-President for Student Affairs. The University Center is on schedule. It should be possible to conduct Senate meetings there in the spring semester. Senator Charles Bacon asked about the ability to reserve a meeting room in advance, as the Executive Committee would like to ensure that a space is reserved. President Eisler stated that this would be possible. The new University Center will be a good place to gather and will take pressure off The Rock for dining facilities, parking from the public, etc. On another note, he recently spoke with Michigan Senator Darwin Booher about Capital Outlay. There was confusion as to if FSU should the send approval for the Swan Annex or for the next project. After further clarification from Senator Booher, it appears that the Virtual Learning Center Project will be up for approval in the lame duck session. President Eisler then announced that the MEPSERS Bond debt will be reported on the University's finances. It will be \$160 million in total by 2018. This debt will influence how a funder will view FSU. To diffuse this, President Eisler would like to set caps on MESPERS payments. President Eisler encouraged faculty to respond to surveys and communications related to David Pilgrim's d Diversity Audit. Senator Charles Bacon asked President Eisler if he could comment on the structure of EIO? President Eisler referred the question to the Provost. Senator Piercey asked if the University Center facilities would be available to external groups for conferences and workshops? If yes, would they be charged for said facilities? President Eisler said that the facilities would be available. Weather or not groups would be charged is a complicated answer.</p> <p>B. Interim Provost Paul Blake: Spoke to Senator Charles Bacon's question about the EIO Structure. He said that it is not a finalized structure. He is in conversation with President Eisler to determine what a final structure might look like. On another note, Interim Provost Blake announced that Peter Downs, a consultant, has been hired to help align university expectations with its divisions and college initiatives- particularly the initiatives presented by the College Deans at Welcome Week. President Thapa, VP Bacon and Dr. Blake meet regularly to talk through Senate-related issues and circumstances. He thanked Thapa and Bacon for their work and guidance. Senator Baker asked the Interim Provost about the Michigan Transfer Agreement (MACRAO). FSU policies are being solidified and formal documentation is being generated.</p>
8.	<p>Open Forum A. None</p>
9.	<p>Dinardo moved to close the meeting at 11:14 a.m. Piercey seconded Motion passed.</p>

Respectfully submitted,
Amy Dinardo
Secretary

Official Charter

Of the

Ferris State University

Academic Senate

Revised [October 2014](#)

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PREAMBLE

The Ferris State University Board of Trustees [formerly Board of Control] authorized the establishment of the Ferris State University Academic Senate by resolution of the Board on May 23, 1986, subject to stated stipulations.

In authorizing the Senate, the Board recognized that the faculty, along with the administration, have a responsibility for carrying out the mission of the University. The faculty is facilitated in this role through a formal organization structure that provides meaningful opportunities to participate in academic processes and academic decision-making. The Board also acknowledged that educational opportunity is achieved through teamwork and recognized the Senate as an appropriate vehicle for achieving such goals.

In authorizing the Charter of the Academic Senate, the Board stipulated in its authorizing resolution of May 23, 1986 that its approval was subject to the following stipulations:

- Any action by the Senate and President shall be of an advisory nature and subject to approval of the Board of Control. The provisions of the Academic Senate Charter shall not be construed as infringing upon or restricting the Board's authority to initiate and enact institutional policy.
- The Board holds the President responsible for working to ensure timeliness in the conduct of deliberations on matters covered by the Academic Senate Charter, including proposal, review or recommended changes in the academic policies, priorities, programs, curricula, and activities.
- Any amendments to the Academic Senate Charter shall be subject to the approval of the Board of Control and the Board of Control may of its own initiative, after opportunity for review and comment by the Senate, amend or rescind all or any part of the Senate Charter.
- The faculty is encouraged to work within the purposes and intent of its Charter to improve the academic programming at Ferris State University.

Approved by Board of Trustees, May 9, 1997

**OFFICIAL CHARTER OF THE
FERRIS STATE UNIVERSITY ACADEMIC SENATE**

ARTICLE I - NAME AND PURPOSE

Section 1. The organization established by this document shall be known as the Ferris State University Academic Senate, hereinafter referred to as the Senate.

Section 2. The Senate shall serve as the deliberative assembly of the faculty for the purposes authorized by this Charter and as the official representative of the faculty of the University to the President of the University on matters relating to the academic policies and programs of the University, except where prohibited by the Public Employees Relations Act.

ARTICLE II - FUNCTIONS

Section 1. All changes in academic policy and programming requiring the University Board of Trustees approval shall first be submitted for joint approval by the Senate and the President of the University. Efforts to reach joint approval include those provided for in Article VIII, Section 8 of this Charter.

Section 2. Senate decisions described in Article II shall be implemented with the approval of the President of the University. It shall be the function of the Senate to:

- A. Propose, review, or recommend academic policies of the University, new academic programs, and revision or discontinuance of current academic programs.
- B. Conduct an on-going evaluation of the academic priorities, programs, curricula, activities, and policies of the University and make recommendations for improvement.
- C. Represent the faculty in all matters affecting the welfare of the faculty and students excluding those areas reserved exclusively to the collective bargaining agent.
- D. Engage in such research as may contribute to: (1) the evaluation of the programs, curricula, activities and policies of the University; (2) the development of new programs, curricula, and activities; (3) recognition of faculty; or (4) the formulation of institutional policies.
- E. Have access to all information deemed necessary by the Senate for the performance of its duties, except where such access is prohibited by law, subject to a privilege, or an exception recognized by law.
- F. Review and evaluate the mission of Senate committees and recommend changes in committee composition and function. Establish new Senate committees and recommend termination of existing Senate committees. Appoint faculty representatives to Senate committees.
- G. Consider and make recommendations on any issue pertaining to the University.
- H. Engage in such activities and adopt such procedures as may be necessary to carry out the functions and responsibilities of the Senate.

ARTICLE III - REPRESENTATION

Section 1. The Senate shall be divided into representative units in the following manner, with representatives chosen from each unit as specified in Section 3 of this Article.

- A. College Units: Full-time, tenure-track instructional faculty from each college of the University who, for purposes of representation, shall be members of that unit to which they report. Each college shall be considered as a separate unit for purposes of representation on the Senate. These college units shall consist of the College of Health Professions, the College of Arts and Sciences, the College of Business, the College of Education and Human Services, the College of Engineering Technology, the Michigan College of Optometry, and the College of Pharmacy. For the purposes of representation, members the developmental curriculum within Retention and Student Success will be represented by the Colleges of Arts and Sciences.
- B. Counselors and Librarians Unit: Librarians, Admissions, Educational, and Personal Counselors shall be considered as one (1) unit.
- C. Non-Tenure Track Instructional Faculty Unit: Instructional faculty, excluding those individuals whose primary responsibility is administrative or supervisory shall be considered as one (1) unit. The members of this unit shall elect two (2) Senators to represent them on the Senate.

Section 2. Whenever a new representative unit is created at the University in addition to, or as a result of dividing or combining units listed in this Article, the Senate shall, within twenty (20) class days following the beginning of the semester during which the new unit begins to function, inform the electors of that unit, as defined in Article IV, Section 5, that a special election will be conducted by the Election Committee to elect representatives from that faculty unit to the Senate. The special election shall be conducted according to the provisions of Section 3 of this Article, Article IV, and other applicable articles of this Charter. The Election Committee shall designate those positions that shall be for two (2) years and those for one (1) year in order to balance terms of office.

Section 3. The number of senators from each representative unit shall be determined as follows:

Number of Senators from each of the representative units described in Section 1, Paragraphs A and B shall be equal to the nearest whole number (a fraction equal to exactly 0.50 or above shall be rounded up) obtained by dividing the number of electors of the representative unit by a number (computed to the nearest tenth) obtained by dividing the number of electors of all of the units represented in paragraphs A and B by thirty-five (35). However, each of these units shall be entitled to at least two (2) Senators.

Section 4. Ex-officio members of the Senate: The President of the University, the Vice President for Academic Affairs, and the President of the Student Government shall attend the meetings of the Senate and have the right to address the Senate on any issue during the conduct of business.

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ARTICLE IV - NOMINATIONS, ELECTIONS, AND REFERENDA

Section 1. Senators shall be elected from the representative units in an election conducted by the Election Committee as provided in Section 2 of this Article over two (2) consecutive class days between March 15 and March 30 of each year; the election dates shall be established by the Executive Committee. Until the annual organizational meeting of the Senate, those elected shall be known as Senators-elect.

Section 2. At the first regular meeting of the Senate during each fall semester the President of the Senate, hereinafter referred to as the President, shall appoint an Election Committee consisting of one (1) Senator from each of the units described in Article III, Section 1, Paragraphs A, B, and C; one (1) of these Senators shall be appointed to chair the Election Committee. No candidate for re-election to the Senate shall be appointed to the Election Committee. The duties of the Election Committee shall be to inform the electors of upcoming elections; certify the election results; provide copies of the election results to the President of the University, the President and Secretary of the Senate, and the electors of each representative unit. In case of a tie vote among candidates, the Election Committee shall conduct a second election to determine which of the candidates with the tie vote shall be the senator-elect from that unit. The Election Committee shall perform such other duties in connection with the elections as may be assigned to it by the Executive Committee of the Senate.

Section 3. The Election Committee shall conduct an election of two representatives from the Non-Tenure Track Instructional Faculty during the month of September. This election process shall be completed so that the newly-elected Senators can attend the regular meeting of the Senate in October.

Section 4. In January of each year, the Election Committee shall determine the number of Senators to be elected from each unit, except the Non-Tenure Track Instructional Faculty Unit, as provided by Article III, Section 3. This information shall be presented to the Senate for its review and approval at the regular February meeting.

Section 5. Individuals who wish to appeal their placement by the Election Committee in a particular representative unit may direct such an appeal to the Executive Committee. Decisions of the Executive Committee shall be final.

Section 6. Each individual in any of the representative units described in Article III, Section 1, Paragraphs A, B, and C, who is an employee of the University at the time an election is conducted under the provisions of this Charter, shall be entitled to vote in a Senate election of the representative unit of which that individual is a member. No person shall be elected to the Senate who does not meet the requirements for electors.

Section 7. Members of the representative units, except the Non-Tenure Track Instructional Faculty Unit, wishing to be on the ballot for a Senate election shall file a notice of intent after February 15th but before March 7th, with the Election Committee which shall verify each

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candidate's eligibility. The Election Committee shall circulate no later than March 13th a list of the candidates and the details of the election process.

Section 8. An official secret ballot for each representative unit shall be prepared by the Election Committee.

Section 9. The Election Committee shall count the votes and report the results within twenty-four (24) hours to the representative units, to the President of the University, the President, and Secretary of the Senate, and electors of each representative unit. Any elector may observe the counting and recording of votes of the election. Ballots shall be retained for thirty (30) days.

Section 10. Senators, except the Non-Tenure Track Instructional Faculty Unit, shall be elected for a term of two (2) years; elections for one (1) year terms may be held at the discretion of the Election Committee for the purpose of balancing terms. Non-Tenure Track Instructional Faculty Unit Senators shall be elected annually, as described in Article IV, Section 3.

Section 11. Any unsuccessful candidate who believes that an election was not conducted in accordance with the rules and regulations governing elections may, within five (5) calendar days of the election, petition the Executive Committee to declare that particular election in question null and void and request that a second election be conducted. The petition shall specify the rules and regulations that the candidate claims were violated. If the Executive Committee finds that a violation has occurred and that such violation could have affected the outcome of the election, it shall order that a new election be held within two (2) weeks in the representative unit involved. Only candidates nominated for the first election may be included on the ballot in the second election.

Section 12. In the event that a Senate seat shall be vacated prior to the expiration of the term, the Executive Committee shall appoint a replacement from the affected representative unit with the concurrence of the Senate. The appointee shall serve until the next regular Senate election, at which time a Senator shall be elected to serve the unexpired portion of the term in question, if any. In the event that a Senator is on a University-approved leave, the Executive Committee shall determine whether that Senator's position should be filled for the duration of the absence.

Section 13. Electors qualified to vote in a referendum or on Charter amendments shall be the members of the eleven (11) units described in Article III, Section 1, who are employed during the semester in which the elections take place. The Executive Committee shall adopt, as may be appropriate, rules and regulations and provide for procedures, consistent with the provisions of Article IV.

ARTICLE V - OFFICERS AND DUTIES

Section 1. The officers of the Senate shall consist of the President, Vice President, and Secretary. All officers shall be nominated and elected by the Senate from among its membership for a term of one (1) year or until successors are elected and shall be eligible for re-election.

Section 2. The President shall preside over the meetings of the Senate and shall, in consultation with the Executive Committee, prepare the order of business for these meetings. The President shall be the representative of the Senate to the Ferris State University Board of Trustees. Under such rules and procedures as may be adopted by the Senate, the President shall have the power to call special meetings of the Senate. Except as may be otherwise provided by the Senate, the President shall submit to the President of the University all reports, documents, recommendations, and resolutions adopted by the Senate. The President shall be entitled to at least one-quarter (1/4) release time during the term of office.

Section 3. In the absence of the President, the Vice President shall assume the functions of the office of the President and perform such duties as are necessary for the conduct of business. The Vice President shall oversee and coordinate the activities of the Senate committees and assist in the performance of the duties of the office of the President as may be requested by the President. In the event that the President is unable to fulfill his or her term of office, the Vice President shall succeed to the office and the Senate shall elect a new Vice President to serve the remainder of the term. The Vice President of the Senate shall be entitled to at least one-quarter (1/4) release time during the term of office.

Section 4. The Secretary shall be custodian of the records and papers of the Senate and shall keep on file the Charter of the Senate and all amendments which may be adopted, the minutes and agenda of the Senate and of the Executive Committee meetings, a list of membership of the Senate and its officers and their terms of office, the actions taken and resolutions adopted by the Senate, the correspondence of the Senate including its communications with the President of the University and the Board of Trustees. The Secretary shall carry on such correspondence of the Senate as may be designated by the Senate. In such manner and by such procedure as the Executive Committee may prescribe, the Secretary shall keep the employees of the University and editors of the appropriate University publications informed of all actions taken by the Senate and any substantive matters being considered by it. The Secretary of the Senate shall be entitled to at least one-quarter (1/4) release time during the term of office.

Section 5. The University shall provide financial and material support for administrative assistance, as selected by the Senate, to perform the clerical functions of the Senate and prepare the minutes of the Senate at the direction of the Secretary.

ARTICLE VI - EXECUTIVE COMMITTEE

Section 1. The Executive Committee of the Senate shall consist of the following members: President, Vice President, Secretary, and three (3) members elected at large from the Senators.

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Section 2. The Executive Committee of the Senate shall meet regularly with the President of the University or his/her designee to discuss items for the agenda, decisions of the Senate, and other matters.

Section 3. The President shall consult with the Executive Committee on matters relating to the affairs of the Senate.

Section 4. In addition to the functions assigned by this Charter, the Executive Committee shall have such duties as the Senate may delegate.

Section 5. The President shall serve as the Chair of the Executive Committee and call it into session in accordance with procedures adopted by the Executive Committee.

Section 6. Any member of the Senate may move that the Senate consider the removal of any member of the Executive Committee. When such a motion is made and passed, the President, or the highest-ranking officer not named in said motion to remove, shall, in accordance with the rules established for calling special sessions, call a special session of the Senate for the purpose of such consideration. A two-thirds (2/3) vote of the entire Senate shall be required to remove the member of the Executive Committee.

ARTICLE VII - DUTIES OF THE MEMBERS OF THE SENATE

Section 1. Senators shall represent the interests of their respective constituencies by regularly attending Senate meetings and shall faithfully serve their constituents and the University as the Senate may require. The seat of a Senator shall become vacant when the Senator ceases to be a member of the representative unit because of employment termination or reassignment.

Section 2. It shall be the duty of each Senator, excluding the members of the Executive Committee, to serve on at least one (1) Senate committee. A Senator who fails to volunteer for committee work will be assigned to a committee.

Section 3. The Senators shall report regularly to their constituents on the deliberations and actions of the Senate.

Section 4. A Senator shall be subjected to a recall upon the presentation to the Executive Committee of a petition signed by at least twenty-five percent (25%) of the electors of the representative unit. Recall elections shall be organized by the Election Committee. At least fifty percent (50%) of the members of the representative unit must vote in the recall election. If the recall is successful, the seat shall be filled in accordance with the provisions of Article IV, Section 11.

Section 5. A Senator may be removed from office by a two-thirds (2/3) vote of the entire Senate when it has been deemed that the Senator has neglected the duties of office as defined in Article

VII, Sections 1, 2, and 3. If the removal of the Senator is successful, the seat shall be filled in accordance with the provisions of Article IV, Section 11.

ARTICLE VIII - ORGANIZATION AND PROCEDURE

Section 1. Immediately following the last regular meeting of the Senate in the Spring semester, the Election Committee Chair shall convene the newly elected Senate. The Senate shall then elect an Executive Committee, which shall take office immediately.

Section 2. Candidates seeking an executive position will not be considered officially nominated until such nomination occurs at the first meeting. Campaigning may not be done through the Senate Office. Election results will be determined by the votes of the members present at the first meeting. Candidates must be present to accept their nomination, or provide documentation attesting to their willingness to accept.

Section 3. The President, Vice President, and Secretary positions will each be determined by the majority of votes received.

Section 4. At large members shall be elected by plurality vote on a single ballot with the opportunity to vote for three (3) members. In the event of a tie for the third member, there will be a re-vote of the tied candidates.

Section 5. In the event a position on the Executive Committee, other than the position of President, becomes vacant, a replacement shall be elected by the Senate at the next regular meeting, such meeting being presided over by the President or the highest-ranking continuing officer. The succession plan for a mid-term vacated President's position is described in Article V, Section 3.

Section 6. Regular meetings of the Senate shall be held each month during the Fall and Spring semesters of the academic year at such time and place as is determined by the Executive Committee. The President, in consultation with the Executive Committee, shall call additional meetings during summer and semester breaks as are necessary to fulfill Senate responsibilities and functions. The Senate may authorize its Executive Committee to fulfill these obligations.

Section 7. The President may call for special meetings of the Senate, and shall also call for such meetings at the direction of the Executive Committee, or in response to a petition by one-third (1/3) of the Senate membership. Members shall receive an advance notice of a special meeting of at least twenty-four (24) hours.

Section 8. Special meetings shall not be called in lieu of a regular meeting nor shall regular meetings be designated as special meetings.

Section 9. The quorum necessary for the conduct of business by the Senate shall be a majority of the members of the Senate, and at least one (1) member from each of the majority of the units

defined in Article III, Section 1. Formal action of the Senate shall be determined by a majority vote.

Section 10. In the event that a decision of the President of the University and a recommendation of the Senate are in conflict regarding a policy, priority, procedure, curriculum, or activity governed by this Charter and requiring Board of Trustees approval, a Conference Committee comprised of three (3) persons appointed by the President of the University and three (3) members of the Senate appointed by the Executive Committee of the Senate shall be formed. This Conference Committee shall meet in a timely fashion, solely to resolve the specific issue in dispute and report the results of its deliberations to the President of the University and to the Senate. Conference Committee Process:

1. The Senate Executive Board and the office of the President of the University will have ten (10) working days to select the Conference Committee members.
2. After appointment the Conference Committee will have five (5) working days to meet, discuss and report the results of their deliberations to the President and the Academic Senate.
3. At the first meeting of the Conference Committee both the President of the University or a designee and the President of the Senate or a designee, will be present to give the charge to the committee.
4. The Conference Committee will select a spokesperson at the first meeting.
5. At the conclusion of their deliberations the Conference Committee spokesperson will provide the President of the University and the President of the Academic Senate a written report of their deliberations.
6. The Academic Senate will meet to vote on endorsement of the report within ten (10) working days of its release.
7. If the Senate does not endorse the Conference Committee Report the Senate Executive Committee will prepare a Senate position paper to be approved by the Senate within ten (10) working days.
8. The President of the University will provide the Senate position paper to the Board of Trustees Academic Subcommittee at their next meeting.
9. The Academic Senate President and other Executive Committee members will attend the Board of Trustees Academic Subcommittee meeting to address the issues provided in the position paper.

10. The Academic Senate President will be present at the Ferris State University Board of Trustees meeting where the vote on the issue at hand is held. The Academic Senate President will present the views of the Senate as an agenda item prior to the vote.

Section 11. Whenever any resolution, recommendation, opinion, or report adopted by the Senate is submitted to the President of the University, any member who is in disagreement may submit a minority recommendation, opinion, or report to the President of the University. The President of the Senate shall be provided with a copy of the minority action by its sponsor and shall disseminate the document to the Senate.

Section 12. Any College, Department, Senate Committee, Representative Unit as defined in Article III, Section 1, or the President of the University may recommend matters to be considered by the Senate. When a matter is so recommended, it shall be referred to the Executive Committee.

Section 13. Any member of the Senate may on personal initiative present a motion at a Senate meeting that a matter be placed on the agenda. If the motion is passed by the Senate, the matter shall be placed on the agenda for discussion and disposition at the next regular Senate meeting.

Section 14. All records of the Senate enumerated in Article V, Section 4, shall be open to any member of the representative units, and in no manner shall the records of the Senate be considered private.

Section 15. Except when superseded by this Charter or by special rules adopted by the Senate, the rules of parliamentary law as contained in the most recent edition of *Robert's Rules of Order, Newly Revised* shall govern the conduct of meetings of the Senate and Senate committees. In order to facilitate this process at Senate meetings, a Parliamentarian shall be appointed by the Executive Committee following the organizational meeting.

ARTICLE IX – SENATE COMMITTEES

Section 1. It shall be the function of the Executive Committee to appoint the faculty members of all Senate committees, subject to the requirements of state and federal regulatory bodies or law. All electors of the representative units shall be eligible to serve on such committees. Committee membership should be representative of a majority of the units, with no one unit having majority of membership, comprising the Senate, unless such representation is incompatible with the function of the committee. Ex-officio members will be assigned as needed.

Section 2. The Senate shall determine the composition, mission, and function of each committee. The Senate shall supervise the activities of these committees and recommend changes in the composition, mission, and function.

Section 3. [Each year in April, Executive Committee will appoint the chair and committee members of the University Curriculum Committee and the Academic Program Review Council. Faculty members will be appointed to the Athletic Advisory Committee in April and](#)

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the committee will elect a chair in May. The Executive Board will assign all other faculty members to committees in the beginning of the academic year. Upon meeting for the first time of the academic year, the members of each committee will elect a chair for that year.

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Section 4. All minutes and reports of all committees shall be transmitted to the Secretary of the Senate. The President of the Senate will transmit the reports to the President of the University and other appropriate offices.

Section 5. All requests for changes in composition, mission, or function of any committee established under provisions of this Article shall be submitted to the Senate for its approval.

Section 6. There shall be an elections committee as defined in Article IV, Section 2.

ARTICLE X - AMENDMENT

Section 1. Proposals to amend this Charter may be submitted to the Senate by any of its members or by a resolution adopted by a majority of the members of any representative unit defined in Article III, Section 1. With the approval of the Senate, the proposed amendment shall be placed upon the agenda for consideration at the next regular meeting. If the proposed amendment is adopted by the Senate, it shall be submitted in a referendum to the eligible electors as defined in Article II, Section 2. If the amendment is approved in the referendum, it shall become a part of this Charter, subject to the approval of the Board of Trustees.

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Section 2. No proposal for amendment shall be submitted to a vote unless a copy of such proposal has been distributed to the electors at least ten (10) class days prior to the date of the referendum. Such a referendum shall be conducted in the same manner and under all applicable rules and regulations provided by this Charter for the election of the members of the Senate. No referendum shall be conducted during the summer semester.

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Ferris State University
Request for Undergraduate Academic Amnesty (DRAFT)

Undergraduate students who were enrolled at Ferris State University, then left either voluntarily or by academic dismissal, may apply for *academic amnesty* provided:

- The student has not yet earned a bachelor's degree.
- The student applied for readmission to Ferris State University.
- The student has not attended Ferris State University, or any other university, for at least four (4) years.

If amnesty is granted:

- Prior coursework will be credited towards graduation requirements, wherein a grade of CR, or C- or higher was received.
- Prior grades will not be used in calculating the student's grade point average (GPA).
- The student will resume coursework at Ferris State University with no cumulative GPA.
- The student must complete a minimum of twelve (12) credit hours of work at Ferris State University after readmission before a degree can be awarded.
- The student will be governed by current academic probation and dismissal policies; students must meet the graduation requirements in place at the time of their readmission.
- Academic amnesty may be granted only one time, and once granted, may not be reversed.

To be eligible for graduation with honors, a student receiving academic amnesty must meet the following criteria:

- At the beginning of their final semester a student must have completed 45 hours of residence at Ferris State University, of which 33 hours are letter graded.

FERRIS STATE UNIVERSITY
ACADEMIC AFFAIRS POLICY LETTER (10/04/2004)

READMISSION TO THE UNIVERSITY AFTER ACADEMIC DISMISSAL

Students dismissed because of low grade point averages (GPA) may be readmitted when one of the following conditions is met:

1. the student completes twelve (12) semester hours of coursework, applicable to the major/program to which he or she wants to return, from a postsecondary institution and earns a C or better in each course taken; or
2. in cases in which there are extenuating circumstances, the student receives special written approval for readmission from his or her academic dean; or
3. in cases in which the student has not attended Ferris State University for an extended period of time (e.g. more than 2 years), he or she receives special written approval for readmission from his or her academic dean.

All applications for readmission should be made to the Office of Enrollment Services. Appropriate documentation of coursework taken at another institution and/or dean's approval of readmission must be provided.

If the student fails to achieve the 2.0 GPA that is required for unconditional retention during the first semester of re-enrollment (trial semester), the student will again be dismissed. Students may be eligible for readmission up to three times after academic dismissal.

Courses taken at another institution in which the student earns a C or above can be transferred and used as repeat credit for Ferris State University courses, thus improving the student's GPA at Ferris. The original Ferris course and grade will remain on the student's transcript, but will not count toward the student's Ferris GPA. Credit hours earned during any period of dismissal can be applied to the minimum semester hours required for graduation.

Cross Reference:

Board Policy, Subpart 3-7, *Academic Probation, Dismissal, and Readmission After Academic Dismissal*

Issued by: Academic Affairs 2004

<http://www.ferris.edu/HTMLS/administration/academicaffairs/policyletters/04-10-Readmission.pdf>

Dismissal Appeal and Readmission Related to Grade Point Average and/or Academic Progress

Students who have been dismissed from the university for academic reasons (see [Academic Dismissal Policy](#)) may: 1) appeal their dismissal and 2) be readmitted under these guidelines:

1. Appeal of Dismissal - The student must submit a written appeal to the Dean/Associate Dean of the College. A COEHS committee chaired by the Dean/Associate Dean will make the decision regarding the appeal. The committee's decision is final.
2. Readmissions - Following a first dismissal from the COEHS or any other college at FSU, a student may not enroll in classes for one full calendar year during which time the student must earn at least twelve (12) credits of college-level course work at another college or university, earning a minimum of a 2.0 GPA in each course before applying for readmission to COEHS.

Once a student fulfills the above readmission criteria, a student may apply for readmission by completing an Application for Admission form from the Admissions Office. If readmitted, a student must achieve a 2.0 GPA in order to remain enrolled. According to University policy, a student who is dismissed from FSU three (3) times is not eligible for readmission.

<http://www.ferris.edu/HTMLS/colleges/educatio/policies/Dismissal-Appeal-and-Readmission-Related-to-Grade-Point-Average.htm>

What is semester trial?

Students who have been academically dismissed and successful in their appeal return on semester trial. These students must fulfill a contract to remain in the College of Arts and Sciences. Each contract is individualized, but each student must earn a 2.7 term GPA, complete 12 credits, and attend weekly meetings with an advisor. Students are placed on probation and limited to 14 credits while on semester trial.

If I have been dismissed, can I ever return?

Yes. You may be readmitted when you have completed twelve (12) semester hours of coursework, applicable to the major/program to which you want to return, from a postsecondary institution. You must earn a minimum grade of "C" or better in each course taken. You must also meet requirements by the Admissions office in order to be readmitted. If you wish to return to the College of Arts and Sciences after you have fulfilled the applicable readmission conditions, you may apply for readmission by completing an online application. If you are readmitted, you will be on probation until your cumulative GPA reaches 2.0 ("C" average) level or better. Students must earn a 2.0 GPA or better each semester to avoid another dismissal.

Students who have been dismissed from Ferris four (4) times are not eligible for readmission to Ferris State University.

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Central Michigan University

<http://global.cmich.edu/student/grade-policies.aspx>

Recomputation of Grade Point Average

An undergraduate student may petition for re-computation of his or her cumulative grade point average if:

- the student has not attended CMU or any other institution **EITHER**
 - for four or more consecutive years, and the student re-enrolls after his or her matriculation was cancelled **OR**
 - after withdrawing voluntarily with a cumulative grade point average under 2.00 (academic probation)
- a petition form for re-computation is obtained from your Academic Advisor
 - If the petition is approved, all courses taken will remain on the permanent record. Those courses with grades of A, A-, B+, B, B-, C+, C, C-, or CR will be counted for credit only. The student resumes his or her academic program at CMU with no cumulative grade-point average, and thereafter is subject to the conditions of probation and dismissal that govern all students. A student may not graduate from Central Michigan University under this policy unless he/she earns at least 12 semester hours of credit at this institution after the re-computation has been granted.

Students who have had a re-computation of grade point average must meet the following criteria to be eligible for graduation with honors:

- At the beginning of his/her final semester must have completed 45 hours of residence, of which 33 hours are letter graded
- A cumulative point average as indicated in the Graduation with Honors table.
- Only hours completed after the recomputation are eligible for this requirement.

Graduate students who transfer from one graduate program to another may also file a Re-computation of GPA Petition. If approved by the academic advisor, department chair, and dean of the College of Graduate Studies:

- All courses completed (prior to the petition) on the original program will be disallowed on the second program plan.
- All grades on previous coursework will be disregarded, and the student will begin the new program with no cumulative grade point average.
- The Re-computation of Grade Point Average Petition must be filed within one calendar year of beginning the new program.

Request for Undergraduate Academic Amnesty



Undergraduate students seeking academic amnesty must meet the following criteria:

- Have not earned a bachelor's degree
- Have not attended Ferris State University, or any other university, for at least four years
- Have applied for re-admission to the University

Re-entry term: Fall Spring Summer A Summer B Year: _____

Please print clearly

Ferris Student ID	Birth Date (mm/dd/yyyy)	Phone Number (include area code)	
Last Name	First Name	Middle Name	
Address	City	State	Postal Code

Terms of academic amnesty:

- Prior coursework still applicable to your program will be counted toward graduation requirements, provided a grade of CR, or C- or higher was received.
- The student will resume coursework at Ferris with no cumulative grade point average (GPA). Prior grades will remain on the transcript with a notation indicating that academic amnesty was granted, but will not be used in calculating the GPA.
- After readmission, the student must complete a minimum of twelve (12) credit hours of work at FSU before a degree can be awarded.
- Academic amnesty may be granted only one time, and once granted, may not be reversed.

Please note: Academic amnesty can only be applied to your record once a College Advisor of the program in which you are re-entering signs this form.

(See <http://www.ferris.edu/HTMLS/academics/advising/Section6/homepage.htm> for contact information).

College Advising Office Use Only

Advisor Comments/Recommendations:

Advisor Signature: _____ Date: _____

Important – please read and sign. I am requesting that academic amnesty be applied to my Ferris State University transcript. I acknowledge that I meet the criteria for academic amnesty and accept the terms listed above.

Student Signature: _____ Date: _____

Please return completed form to: FERRIS STATE UNIVERSITY, REGISTRAR'S OFFICE, 1201 SOUTH STATE STREET, CSS 201, BIG RAPIDS MI 49307-2714

Please remember to secure the advisor's signature. Incomplete forms will result in a delay.

Office of the Registrar Use Only

- Approved
- Approved Pending Readmission
- Denied

Processed by: _____

Date: _____

Academic Senate Report

University Curriculum Committee
Chair Kemi Fadayomi

November 4, 2014

I. Current Proposals

Proposal Number	Title	Action/Votes	Senate Action / Concerns/Reasons/Updates
15-016 Certificate HP	Lean Healthcare Certificate	Approved 9 Support 1 Abstain	
15-017 MCC EHS	MCC – Special Education ESPN 592	Held	Form E Update Form A – vote count
15-018 Modify EHS	Modify EDUC 681 & Change name to EDUC 681 Capstone	Held	Form UGPC Form E
15-022 New Certificate EHS	Advanced Graduate Certificate in Career & Technical Education (CTE) Administration	Held	Form A needs the following: <ul style="list-style-type: none"> • Citation in support of some of the statements (paragraph 2). • Voters count in all categories • ECTE 600 cannot be used again since it was used previously even though the course is no longer active. • Is ECTE 600 is a new course or an existing course? See 3a and d on Form A • Correct title for EDLE 500, Banner currently has it listed as Educational Leadership <p>Attach checksheets for all MSCTE programs</p> <p>Form F is incomplete</p>

			Form FIN is missing
15-023 New Certificate EHS	Advanced Graduate Certificate in Highly Effective CTE Instructional Leadership	Held	Needs citation in support of some of the statements under Proposal Summary (Form A) Needs voters number count in all categories Needs a revised title – is “highly effective” a technical term in your discipline? Attach checksheets for all MSCTE programs Form F is incomplete Form FIN is missing
15-024 MCC HP	MCC to Health Information Technology and Health Information Management Programs	Approved 9 Support No other votes	Form A needs name of signatories Effective date is still spring 2015
15-025 New Course BUS	New Course GRDE 24 Web Design & Planning	Held	Form A needs name of signatories Delete 3d and e on form A Form B is missing Dr. Woolen’s signature Needs to identify that GREE 224 is also replacing 226 in marketing checksheet
15-026 MCC BUS	Pre-Req update for AIMC 312, 324, 334, 375 & MKTG 383	Approved 9 Support No other votes	Form A needs name of signatories

15-027 MCC AS	Curriculum Changes to Biology Education Minor	Held	Needs to submit only changes that need UCC action Include the 2011 approval date for the original proposal Needs clarification on the reduction in total credit hours
15-028 MCC AS	Curriculum Changes to Biology Education Major	Held	Needs to submit only changes that need UCC action Include the 2011 approval date for the original proposal Needs justification for adding 8 credit hours to total graduation requirement

Discussions

The committee continues to lament over the share number of incomplete proposals that are received by UCC. Chair Fadayomi informed the committee that she has written to all CCC chairs informing them of UCC's decision to return incomplete forms to proposal initiators and also requesting for their cooperation in ensuring that the forms are completed. In the interest of streamlining proposal submission and expediting proposal approval time, it was suggested that a signature line for the college representative on UCC be added to form A. This will ensure that the proposal discussions at UCC are more substantive and less administrative. The changes will be effective spring 2015.

On a more positive note, the committee noted the submission of a program revision proposal in response to APRC recommendations. We are also beginning to see proposals that are focused on streamlining curriculum to reduce students' graduation time and debt load. We applaud these efforts and encourage others to follow suit when possible.